

How to Access and Utilize the Technical Skills Assessment (TSA) Dashboard

Arizona Department of Education, Career and Technical Education, Technical Skills Assessments

Instructions

The CTE Technical Skills Assessments are hosted in the ADEConnect Portal on the ADE website. Go to www.azed.gov and click on the ADEConnect link, then click on the CTE Technical Skills Assessments link.

DON'T HAVE ACCESS TO ADECONNECT?

Contact your Entity Administrator to get access to ADEConnect and to assign Assessment Roles and Permissions.

To find out who your Entity Administrator is, click "Find an Entity Administrator" on the bottom-right corner of the ADEConnect home page.

REMEMBER! You must have access to ADEConnect with assessment permission to register students for the assessments and to access resources and reports.

<https://adeconnect.azed.gov/>



Sign in with your organizational account

Sign in

[Forgot Password?](#)

Your organizational account used for sign in is your email address.

If you have forgotten your ADEConnect password, you can reset it using the [Forgot Password?](#) link.

If you are a Student Information System (SIS) user, please use that system for access to all of your ADE applications! SIS users should only maintain their password in the SIS.

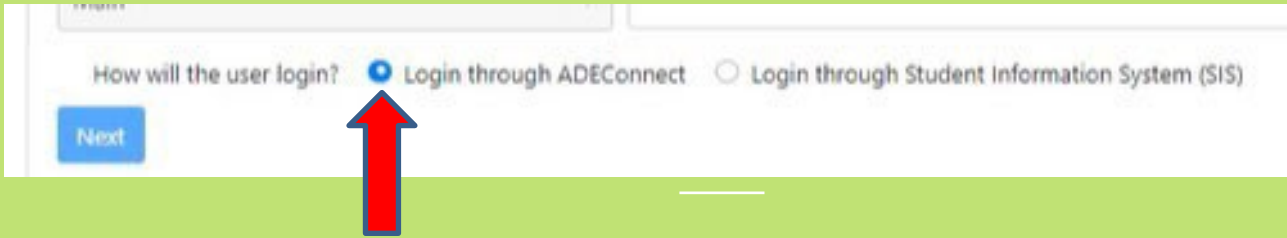
Reset of ADEConnect password does not update your SIS or Common Logon passwords.

If you cannot create an ADEConnect Account or if you do not want to create an ADEConnect Account, [Click here to go to ADE.](#)

For questions regarding your entity and application access via ADEConnect, contact the Entity Administrator [Find an Entity Administrator](#).

Note for Entity Administrators

When adding a new user in ADEConnect, make sure the bullet “Login through ADEConnect” is selected:



How to add a new user tutorial is in [ADEConnect - FAQ \(azed.gov\)](#)
ADEConnect>Help>FAQ>How do I add a new user to ADEConnect?


Video Tutorial is here: [ADEConnect - Videos \(azed.gov\)](#)

FYI...SIS users are the ones who login to ADEConnect through their SIS (Student Information System like Edupoint). They will be authenticated to ADEConnect based on the trust we have between ADE and their system.

*Non- SIS users are the ones who get to ADEConnect by providing their username and password via a browser.

ADEConnect HOME PAGE

Depending on your ADEConnect privileges, there may be more than one system listed. There are two systems shown here. Click on the CTE Technical Skills Assessments link.

 ADEConnect

Home Applications Reports Help Feedback Account ▾

Applications

[\[Hide All\]](#)

Arizona Department of Education (79275)	[-]
CTE Technical Skills Assessments	★ ↗
CTE Data Portal	★ ↗

Navigation 🔍


Arizona Department of Education (79275)

When logging into the Technical Skills Assessments for the first time as a Level 1 permission holder, you will be asked to update the FedEx address (streetaddress only) for mailing the TSA certificates. This will be a yearly request.

Technical Skills Assessment Dashboard

This is an example of a Level 1 permission dashboard.

The welcome message shows your name and district.

 CTE Technical Skills Assessments

Welcome Judy Balogh! [Log Off](#)

ALPINE UNIFIED DISTRICT – (000000001) – (99999)

[Home](#) [Registration](#) [Bulk Registration](#) [Change Request](#) [Roster](#) [Reports](#) [Help](#)

Welcome to CTE Technical Skills Assessments!

Schools are listed in the **Registration** tab dropdown.

CTEDs, Districts, and Schools are listed in the **Reports** tab dropdown.

There are **Three** Assessment Permission Levels



All permission levels have access to Reports.

Home	Registration	Bulk Registration	Change Request	Roster	Reports	Help
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Home	Registration	Roster	Reports	Help
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Home Tab

CTE Technical Skills Assessments

[Home](#)[Certificate Mailing Address](#)[Registration](#)[Bulk Registration](#)[Change Request](#)[Roster](#)[Reports](#)[Help](#)

Welcome to the Technical Skills Assessments (TSAs) Dashboard

Fall 2021 Testing Schedule

October 4 – November 22	Registration for Spring Assessments
October 25 – November 26 (testing ends at 12:00 a.m.)	Assessment Testing Period
November 29 – December 3	Student Congratulatory Letter and Certificates Mailed to Districts

[Download 2021-2022 Schedule for Taking the Technical Skills Assessments](#)

[Download 2021-2022 CTE Programs with Technical Skills Assessments](#)

[Download Student Eligibility Policy](#)

[Download CTE Technical Skills Assessments User Guide](#)

[Download Universal Test Administration Conditions and Accommodations Guide](#)

[Download Secondary and Postsecondary Security and Testing Protocol Agreements](#) **REQUIRED!**

[Student Test Site Login](#)

Security agreements available on the Home Tab

Secondary Security and Testing Protocol Agreement: Arizona Department of Education, Career and Technical Education Technical Skills Assessment System...

...to be signed by all persons with access to the CTE Technical Skills Assessment System and kept on file by the district's designated testing administrator.

Postsecondary Security and Testing Protocol Agreement: Arizona Department of Education, Career and Technical Education Technical Skills Assessment System...

...to be signed by all persons with access to the CTE Technical Skills Assessment System and kept on file by the district's designated testing administrator.

Registration Tab



The screenshot shows the CTE Technical Skills Assessments website. At the top left is the CTE logo with the tagline "Learning that works for Arizona". The main title "CTE Technical Skills Assessments" is centered at the top. Below the title are two navigation buttons: "Home" and "Registration". A red arrow points from the "Registration Tab" text above to the "Registration" button. Below the navigation bar, the "Registration Management" section is visible. It includes a link "Click here for instructions" and a "School of Attendance" dropdown menu currently set to "ALPINE HIGH SCHOOL (CTDS: 00-00-0)". Below these are several underlined links: "Manual Registration", "Bulk Upload Registration", "Delete Selected", "Make Bulk Changes", "Create New Roster", and "Add To Existing Roster".

Learning that works for Arizona
CTE

CTE Technical Skills Assessments

Home Registration

Registration Management [Click here for instructions](#) School of Attendance: ALPINE HIGH SCHOOL (CTDS: 00-00-0)

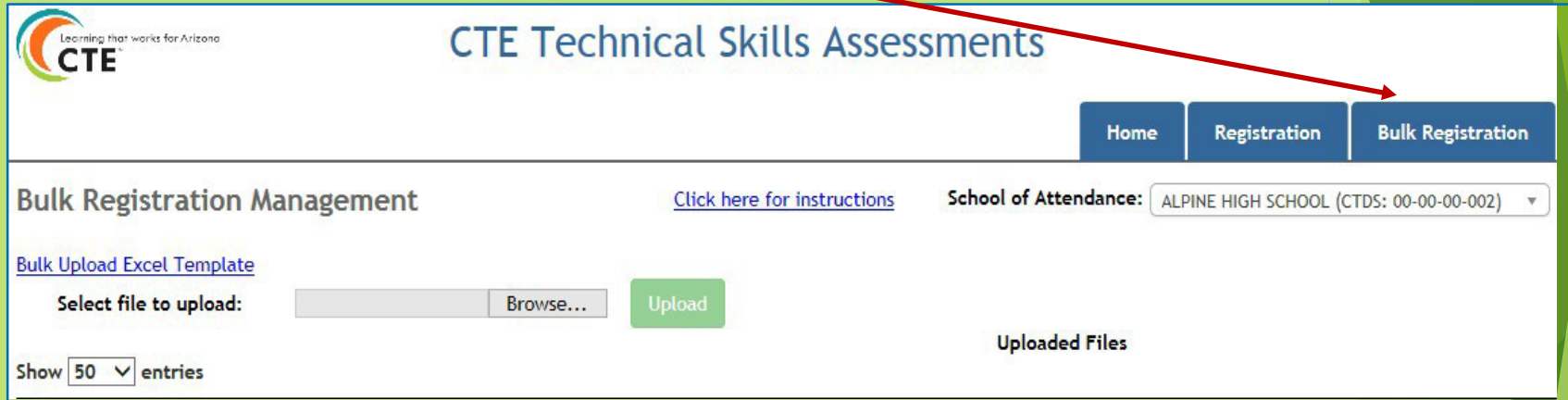
[Manual Registration](#) [Bulk Upload Registration](#) [Delete Selected](#) [Make Bulk Changes](#) [Create New Roster](#) [Add To Existing Roster](#)


Links for: Manual and bulk upload registration
Deletions and changes
Create new roster and add to existing roster

Student Naming Convention

- Due to changes in the Technical Skills Assessments System, student registration now pulls student names from AzEDS.
- Student names on certificates come from student registration.
- **The person responsible for registering students for the assessments should check all names before creating rosters.**
- Student names are corrected through the District SIS (Student Information System) which will update AzEDS. Once names are changed in SIS, the updated names will be available for registration and the TSA certificates.

Bulk Registration Tab



 Learning that works for Arizona
CTE

CTE Technical Skills Assessments

Home Registration **Bulk Registration**

Bulk Registration Management

[Click here for instructions](#) School of Attendance: ALPINE HIGH SCHOOL (CTDS: 00-00-00-002) ▼

[Bulk Upload Excel Template](#)

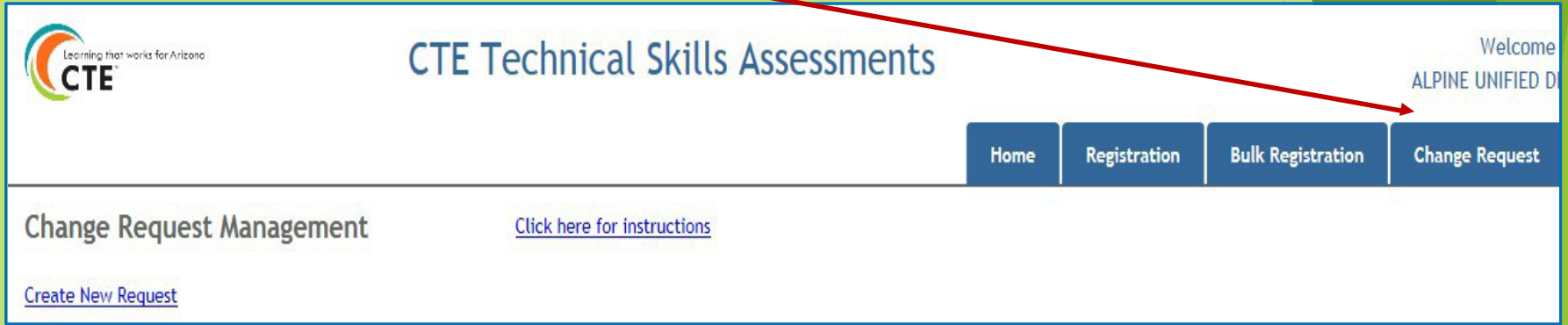
Select file to upload: Browse...

Show 50 ▼ entries

Uploaded Files

Links for: Bulk upload template
Finding and uploading your file
Bulk upload help

Change Request Tab



Learning that works for Arizona
CTE

CTE Technical Skills Assessments

Welcome
ALPINE UNIFIED DISTRICT

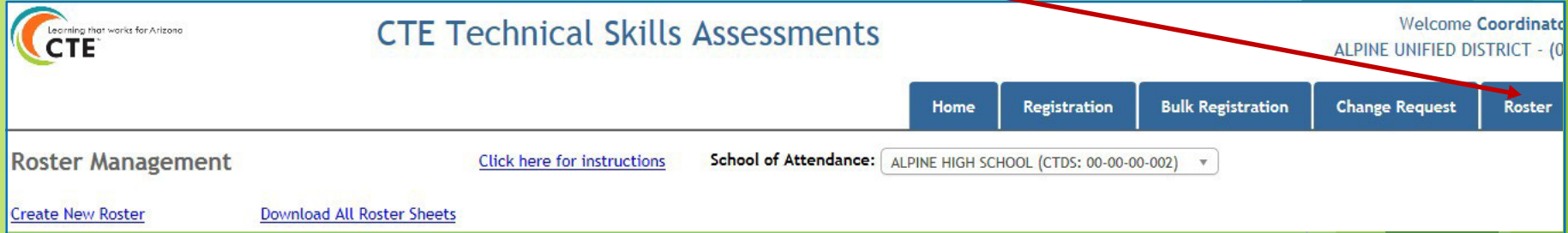
- Home
- Registration
- Bulk Registration
- Change Request**

Change Request Management [Click here for instructions](#)

[Create New Request](#)

Request Changes in system: Delete Assessment
Delete Registration
Reprint Certificate
Other

Roster Tab



The screenshot shows the CTE Technical Skills Assessments website. At the top left is the CTE logo with the tagline "Learning that works for Arizona". The main header is "CTE Technical Skills Assessments". On the right, it says "Welcome Coordinate" and "ALPINE UNIFIED DISTRICT - (0". Below the header is a navigation bar with buttons: "Home", "Registration", "Bulk Registration", "Change Request", and "Roster". A red arrow points from the "Roster Tab" text above to the "Roster" button. Below the navigation bar, the "Roster Management" section is visible. It includes a link "Click here for instructions", a "School of Attendance:" dropdown menu showing "ALPINE HIGH SCHOOL (CTDS: 00-00-00-002)", and two links: "Create New Roster" and "Download All Roster Sheets".

CTE Learning that works for Arizona

CTE Technical Skills Assessments

Welcome Coordinate
ALPINE UNIFIED DISTRICT - (0

Home Registration Bulk Registration Change Request Roster

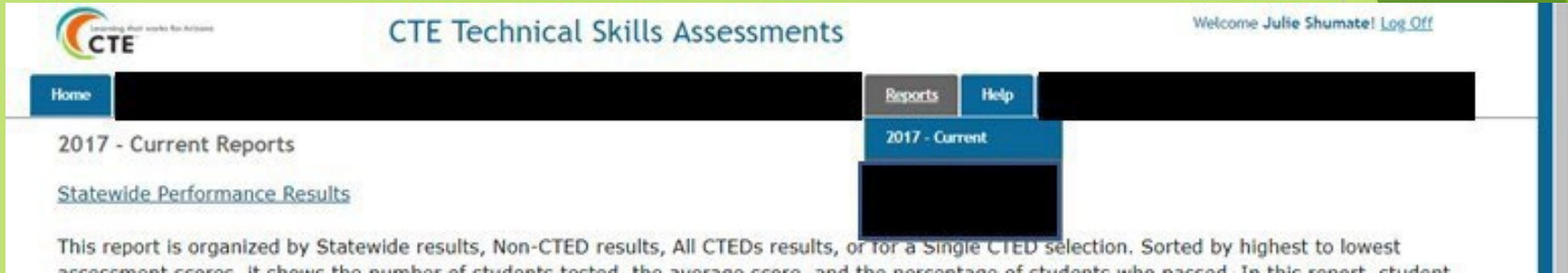
Roster Management

[Click here for instructions](#) School of Attendance: ALPINE HIGH SCHOOL (CTDS: 00-00-00-002) ▼

[Create New Roster](#) [Download All Roster Sheets](#)

Links for: Creating a roster
Creating a download roster file
Roster help

Report Tab



The screenshot shows the CTE Technical Skills Assessments website. The header includes the CTE logo with the tagline "Learning their way for Arizona", the title "CTE Technical Skills Assessments", and a user greeting "Welcome Julie Shumate! Log Off". A navigation bar contains "Home", "Reports", and "Help" tabs. The "Reports" tab is active, showing a dropdown menu with "2017 - Current" selected. Below the navigation bar, the page displays "2017 - Current Reports" and a link for "Statewide Performance Results". A descriptive paragraph follows, explaining that the report is organized by Statewide results, Non-CTED results, All CTEDs results, or for a Single CTED selection, sorted by highest to lowest assessment scores.

Who has access to assessment reports?

A CTED user has access to all districts and schools under the CTED. If the school/district is NON-CTED, then access is only at the district or school level.

Select New Reports in the Reports tab dropdown.

Fall 2016 & Above Reports

Statewide Performance Results. *This report is organized by Statewide results, Non-CTED results, All CTEDs results, or for a Single CTED selection. Sorted by highest to lowest assessment scores, it shows the number of students tested, the average score, and the percentage of students who passed.*

Student and Program Assessment Results. The Student Report shows the percentage of correct responses for each standard and the overall assessment score based on the student's total percentage of correct responses. The Program Report shows the percentage of correct responses for each standard based on the responses of all students.

Total Program Results. *This multiple program report is organized by CTED, district, school, and teacher. It shows the Student Unique ID, program assessment, testing date, student score, school of attendance, gender, special population classification, grade level, and teacher email.*

All reports are available in PDF and Excel formats.

Report Selection

Report Name:

Statewide Performance Results

This report is organized by Statewide results, Non-CTED results, All CTEDS results, or for a Single CTED selection. Sorted by highest to lowest assessment scores, it shows the number of students tested, the average score, and the percentage of students who passed. In this report, student counts under 10 are suppressed (*). Administrators and teachers can view each school's performance relative to other districts and schools that offered the same program. Available formats: web page with easy conversion to PDF and Excel.

Assessment Information

Timeframe:

SPRING 2018

Assessment:

ACCOUNTING AND RELATED SERVICES-(52.0300.0)

Level

CTED:

Statewide

School District/College:

ALL

School:

ALL

Demographic Filters

Student Unique ID:

Gender:

ALL

Special Population:

ALL

Grade Level:

ALL

Generate Report

Cancel

Report Selection

Report Name:

Total Program Results

This multiple program ID, program assessment, special population, number of students, PDF and Excel.

Statewide Performance Results

Student and Program Assessment Results

Total Program Results

Once report filters are displayed, any report can be selected from the Report Name dropdownbox.

Once a report is selected from the Report Menu, the report filters screen will display.

Statewide Performance Results

Student counts under 10 are suppressed (*)
Sorted by highest to lowest assessment score.

ACCOUNTING AND RELATED SERVICES Spring 2017

JTED RESULTS			
JTED	Number of Students Tested	Average Assessment Score	Percent of Students Passed
CTD - Cochise Technology District	12	75	100
EVIT - East Valley Institute of Technology	*	72	85
PCJTED - PIMA COUNTY JTED	*	66	66
West-MEC - Western Maricopa Education Center	62	66	75
GIFT - Gila Institute for Technology	*	64	85
Assessment Pass Score	N/A	60	N/A
Statewide Average	N/A	51	N/A
Non-JTED	73	46	31
MIJTED - Mountain Institute Joint Technology Education District	*	26	0

DISTRICT RESULTS			
DISTRICT	Number of Students Tested	Average Assessment Score	Percent of Students Passed
PIMA UNIFIED SCHOOL DISTRICT	*	81	100
BENSON UNIFIED	12	75	100
DEER VALLEY UNIFIED DISTRICT	10	74	89
THATCHER UNIFIED SCHOOL DISTRICT	*	72	100
TEMPE UNION HIGH SCHOOL DISTRICT	*	72	85
SANTA CRUZ VALLEY UNIFIED SCHOOL DISTRICT	*	66	66
PEORIA UNIFIED DISTRICT	28	64	78
GLENDALE UNION HIGH SCHOOL DISTRICT	24	63	66
Assessment Pass Score	N/A	60	N/A
SAFFORD UNIFIED DISTRICT	*	59	80
Statewide Average	N/A	51	N/A
PHOENIX UNION HIGH SCHOOL DISTRICT	73	46	31
MAYER UNIFIED DISTRICT	*	26	0

SCHOOL RESULTS			
SCHOOL	Number of Students Tested	Average Assessment Score	Percent of Students Passed
PIMA HIGH SCHOOL	*	81	100
EVIT DESERT VISTA HIGH SCHOOL	*	78	100
LIBERTY HIGH SCHOOL	*	77	100
BENSON UNIFIED HIGH SCHOOL	12	75	100

Note: A student count of 10 or less is replaced by an asterisk (*). This applies to all four options selected for this report.

Option 1 - Statewide
Option 2 - Non-CTED
Option 3 - All CTEDs
Option 4 - Single CTED

To see total student counts 10 or below another report must be selected.

Student Assessment Results

SAIS: 99999767

Attending ALHAMBRA HIGH SCHOOL - Date of Test 4/11/2017

ACCOUNTING AND RELATED SERVICES

Your Pass Percentage is : 78%

	Program Standards	Percent of Operational Items on Assessment	Percent of Correct Responses
1.0	DEMONSTRATE THE STEPS OF THE ACCOUNTING CYCLE	15	50
2.0	GENERATE PROCEDURES FOR CASH CONTROL	5	75
3.0	DETERMINE PROCEDURES FOR ACCOUNTS RECEIVABLE AND ACCOUNTS PAYABLE	12	90
4.0	DETERMINE PAYROLL	8	85
5.0	EVALUATE ASSETS, LIABILITIES, AND EQUITY	13	90
6.0	DEMONSTRATE AN UNDERSTANDING OF BASIC BUSINESS, ECONOMIC, AND FINANCIAL MANAGEMENT PRACTICES	16	84
7.0	APPRAISE COMPONENTS OF BUSINESS OPERATIONS	8	71
8.0	ASSESS THE FINANCIAL PERFORMANCE OF A BUSINESS	11	66
9.0	USE ACCOUNTING TECHNOLOGY IN MANAGING FINANCIAL INFORMATION	3	100
10.0	EXAMINE ETHICAL STANDARDS IN ACCOUNTING	5	100

ASSESSMENT SCORE	Percent of Total Responses Correct 78
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This report shows the overall assessment score based on the student's total percentage of correct responses to operational items. This report is sent automatically to the teacher at the end of the student's test.

Program Assessment Results

Students In Set: 165

Filters Used

Timeframe: Spring 2017

Assessment: ACCOUNTING AND RELATED SERVICES

JTED: All

Completion Status: Final

Gender: All

Special Population: All

Grade Level: All

School of Attendance/Residence: School of Attendance

Program Standards		Percent of Operational Items on Assessment	Percent of Correct Responses
1.0	DEMONSTRATE THE STEPS OF THE ACCOUNTING CYCLE	15	59
2.0	GENERATE PROCEDURES FOR CASH CONTROL	5	60
3.0	DETERMINE PROCEDURES FOR ACCOUNTS RECEIVABLE AND ACCOUNTS PAYABLE	12	48
4.0	DETERMINE PAYROLL	8	60
5.0	EVALUATE ASSETS, LIABILITIES, AND EQUITY	13	60
6.0	DEMONSTRATE AN UNDERSTANDING OF BASIC BUSINESS, ECONOMIC, AND FINANCIAL MANAGEMENT PRACTICES	16	60
7.0	APPRAISE COMPONENTS OF BUSINESS OPERATIONS	8	53
8.0	ASSESS THE FINANCIAL PERFORMANCE OF A BUSINESS	11	48
9.0	USE ACCOUNTING TECHNOLOGY IN MANAGING FINANCIAL INFORMATION	3	76
10.0	EXAMINE ETHICAL STANDARDS IN ACCOUNTING	5	73

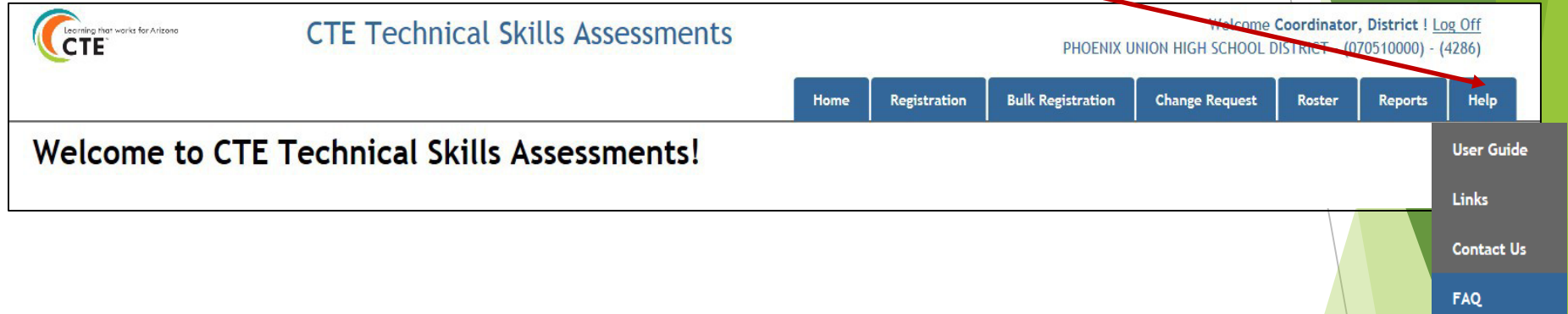
This report shows the percentage of correct responses for each standard based on the responses of all students.

Total Program Results

Student Unique ID	Assessment	Assessment Date	Assessment Score	School Of Residence	School Of Attendance	Gender	Special Population	Grade Level	Program Status	Teacher Email
7	ACCOUNTING AND RELATED SERVICES	04/11/2017	78	ALHAMBRA HIGH SCHOOL	ALHAMBRA HIGH SCHOOL	M	No special population	Junior	Final	christenson@phoenixunion.org
2	ACCOUNTING AND RELATED SERVICES	04/26/2017	78	NORTH HIGH SCHOOL	NORTH HIGH SCHOOL	F	No special population	Junior	Final	smithers@phoenixunion.org
2	ACCOUNTING AND RELATED SERVICES	04/26/2017	76	NORTH HIGH SCHOOL	NORTH HIGH SCHOOL	M	No special population	Senior	Final	smithers@phoenixunion.org
2	ACCOUNTING AND RELATED SERVICES	04/25/2017	75	CESAR CHAVEZ HIGH SCHOOL	CESAR CHAVEZ HIGH SCHOOL	M	No special population	Senior	Final	mgardea@phoenixunion.org
2	ACCOUNTING AND RELATED SERVICES	04/12/2017	72	ALHAMBRA HIGH SCHOOL	ALHAMBRA HIGH SCHOOL	M	No special population	Senior	Final	christenson@phoenixunion.org
2	ACCOUNTING AND RELATED SERVICES	04/26/2017	72	TREVOR BROWNE HIGH SCHOOL	TREVOR BROWNE HIGH SCHOOL	M	No special population	Senior	Final	stice@phoenixunion.org
2	ACCOUNTING AND RELATED SERVICES	04/26/2017	71	TREVOR BROWNE HIGH SCHOOL	TREVOR BROWNE HIGH SCHOOL	F	No special population	Senior	Final	stice@phoenixunion.org
2	ACCOUNTING AND RELATED SERVICES	04/26/2017	71	TREVOR BROWNE HIGH SCHOOL	TREVOR BROWNE HIGH SCHOOL	M	No special population	Junior	Final	stice@phoenixunion.org
2	ACCOUNTING AND RELATED SERVICES	04/26/2017	68	NORTH HIGH SCHOOL	NORTH HIGH SCHOOL	M	No special population	Junior	Final	smithers@phoenixunion.org
2	ACCOUNTING AND RELATED SERVICES	04/12/2017	67	ALHAMBRA HIGH SCHOOL	ALHAMBRA HIGH SCHOOL	M	No special population	Senior	Final	christenson@phoenixunion.org
2	ACCOUNTING AND RELATED SERVICES	04/26/2017	67	NORTH HIGH SCHOOL	NORTH HIGH SCHOOL	F	No special population	Junior	Final	smithers@phoenixunion.org
4	ACCOUNTING AND RELATED SERVICES	04/11/2017	66	ALHAMBRA HIGH SCHOOL	ALHAMBRA HIGH SCHOOL	M	No special population	Senior	Final	christenson@phoenixunion.org
7	ACCOUNTING AND RELATED SERVICES	04/25/2017	66	BETTY FAIRFAX HIGH SCHOOL	BETTY FAIRFAX HIGH SCHOOL	F	No special population	Junior	Final	skay1@phoenixunion.org
2	ACCOUNTING AND RELATED SERVICES	04/26/2017	65	NORTH HIGH SCHOOL	NORTH HIGH SCHOOL	F	No special population	Junior	Final	smithers@phoenixunion.org

This report is sorted by program then from highest to lowest assessment scores.

Help Tab



Learning that works for Arizona
CTE

CTE Technical Skills Assessments

Welcome **Coordinator, District !** [Log Off](#)
PHOENIX UNION HIGH SCHOOL DISTRICT - (070510000) - (4286)

Home Registration Bulk Registration Change Request Roster Reports **Help**

Welcome to CTE Technical Skills Assessments!

- User Guide
- Links
- Contact Us
- FAQ

There are four links under the Help tab. Click on these links for additional resources.

Resources under the Links Tab

2021-2022 CTE Programs with Technical Skills Assessments

2021-2022 Schedule for Technical Skills Assessments

How to Access and Utilize the TSA Dashboard

How to Log into the Technical Skills Assessments

How to Prepare and Motivate Students to Take the Assessments

How to Take the Assessments

Proctor Instructions for Monitoring the Assessments

**QUESTIONS?
CALL OR SEND US AN EMAIL**

(602) 542-5452

▶ **CTEAssessmentHelp@azed.gov**

Arizona Department of Education

Career and Technical Education

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Phoenix AZ 85007